



Request for Public Records (RCW 42.56)

Return to: **City of Enumclaw - City Clerk**
1339 Griffin Ave Enumclaw, WA 98022
Or email: **cityrecords@ci.enumclaw.wa.us**

Name of Requester: _____
Phone #: _____ E-mail: _____
Address: _____ City: _____ State: _____ ZIP: _____

Records Requested: I would like the following records (Select 1 or 2)

1. Property Records
Property Address: _____
Parcel Number: _____
Permit # / Project # / Other Identifier: _____
List requested items: _____

<i>If any plans with an engineer's or architect's stamp are provided as part of this request, the requestor must contact the engineer of those plans for prior approval if they are intended to be re-used for construction/permitting.</i>

2. Other Public Record
<input type="checkbox"/> Other Public Record – Please Describe in Detail: _____

I Would Like to Receive Requested Records(s) by:

- Electronic records – Scanning fee may apply (\$0.10 per page)
- Paper copy by mail – Copy and mailing fee charged (\$0.15 per page + USPS postage)
- Pick up records – Copy fee charged (\$0.15 per page)
- Inspection of records – No fee

Pursuant to RCW 42.56, this response acknowledges receipt of your request for public records. Within five business days you will either be provided with the record(s) requested; be given an estimate of the time it will take to provide the record(s); or, if the document is exempt from the Washington State Public Records Act, be denied the request.

RCW 42.56.070 prohibits the City from releasing lists of individuals that are requested for commercial purposes. I have read the above. I certify, swear and affirm under penalty of law, that I will not use the requested records for commercial purposes in the event that a list of any type is included in the material being requested. I will hold harmless and indemnify, including costs to defend, the City of Enumclaw, its officers, agents and employees from any claims arising either directly or indirectly from the commercial use of said records.

Signature Date

For City Internal Use:
Received By: _____ Dept: _____ Date: _____